



## Board of Studies Guidelines

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## 1. PURPOSE

These guidelines have been prepared to assist staff when running board of studies meetings. They should be read in conjunction with the General Academic Statute and General Academic Regulations published in the current AUT Academic Calendar.

## 2. POLICY STATEMENT

AUT's General Academic Statute (GAS) specifies boards of studies as part of the formal administrative structure of the University <sup>1</sup>. The Faculty Board, as a committee of the University Academic Board, is responsible for formulation and implementation of Faculty academic policies and procedures and for establishing procedures for the monitoring of its programmes<sup>2</sup>, in accordance with General Academic Statute (GAS) and General Academic Regulations (GAR). This includes the responsibility for establishing, in respect of each programme or group of programmes for which it is responsible, a board of studies. Faculty Board has the power to establish or disestablish a board of studies under its jurisdiction. The [General Academic Statute, Part 2, Section 1 Boards & Committees](#) establishes the requirements of University committees.

## 3. SCOPE

### 3.1. Background and Context

The board of studies is a key component of the University's quality assurance framework. The primary purpose of the board of studies is to establish processes for monitoring and improving the quality of the programmes under its jurisdiction. The board has overall responsibility for programme implementation and the development of quality standards, including the design, development, delivery, assessment, evaluation and review of programmes and papers.

Boards of studies may be responsible for a single programme or groups of programmes. They may operate at programme, department or at faculty level. There are also university level boards of studies such as the conjoint board of studies and the university postgraduate board that have a broad monitoring role across the University. The focus of these guidelines is for boards of studies that operate within faculties.

## 4. TERMS OF REFERENCE

The board of studies exercises a broad monitoring role. Each board of studies for a programme(s) is responsible to faculty board for:

- ensuring that the curriculum is maintained as relevant by continuous development and implementation according to the objectives of the programme(s);

<sup>1</sup>See current edition of the AUT Academic Calendar, Schedule 2: Administrative Structure for details.

<sup>2</sup> Refer Faculty Board Terms of Reference, Academic Quality Office Website <https://thewire.aut.ac.nz/academic-quality/boards-and-committees>

- ensuring the maintenance of quality standards of teaching and the monitoring of student performance;
- advising on procedures and criteria for the selection and admission of students;
- identifying any additional resource requirements.

## 5. DEFINITIONS

For definitions go to the [glossary of terms](#).

## 6. MEMBERSHIP

### 6.1. Membership

Faculty boards are required to approve the membership of each board of studies annually. Membership lists should be forwarded to the faculty board meeting for approval at the beginning of the year.

Its membership must include representation from senior level staff involved in key roles such as programme leaders, heads of departments and curriculum/discipline leaders (or delegates). The board is also a forum for students to be involved in the development and evaluation of its programmes and as such the membership involves representation from students currently enrolled on the programme/s. The Chair must ensure that students are given an opportunity to raise matters on their learning experience.

Representatives from teaching staff, and others with related roles should also make up the membership. This normally would include a staff member representing equity. An executive secretary should be appointed. The faculty registrar may also be present to provide guidance on academic regulations, policies and procedures. The dean of the faculty is an ex-officio member of the board of studies.

Where a qualification is jointly awarded and overseen by the University and another authority, the Faculty Board may approve a variation of membership of the board of studies for that programme.

Programmes/majors/specialisations that specify core/compulsory papers or subjects delivered from outside their department/faculty should ensure that the membership includes representation from these other areas.

The chair is usually a senior academic staff member such as a programme leader or a head of department. The board of studies will be chaired by someone other than the chair of the examination board. This ensures the two boards, although related, act independently of each other. This is important in the event of an appeal against a decision of the examination board.

Where an appointed or elected member has been absent for more than three successive meetings without the approval in writing of the Chair, that member may be replaced according to the procedure relevant to their position.

## 6.2. Related Committees

There is a close relationship between boards of studies and examination boards, both have a statutory reporting line to the faculty board and examination boards are also required to provide a report to the board of studies (refer examination board guidelines). As a result of its deliberations, an examination board could initiate new policy for discussion and approval by a board of studies.

Where papers are shared across faculties, departments or programmes, guidelines are available (see the Guidelines on Administrative Responsibilities for Service Taught Papers at <https://thewire.aut.ac.nz/academic-quality/academic-policies,-procedure-and-guidelines>), to show the appropriate board of studies responsible for the monitoring of these papers.

Where the board of studies is dealing with multiple programmes or programmes across departments/faculties it may be suitable to establish sub-committees to consider items of business related to particular discipline areas. These sub-committees are used to oversee activity within the disciplines and facilitate academic debate and discussion on issues related to the discipline. These sub-committees may be responsible for the day-to-day running of papers/majors/programmes and will address issues delegated from the board of studies. The subcommittees are responsible for reporting to the board with recommendations for actions or ratification.

Working groups may also be established to address particular areas of policy. The working groups are responsible for reporting final recommendations to the board for approval.

## 6.3. Delegated Authority

A board of studies may have pre-determined lines of responsibility and delegated authorities to carry out activities within its terms of reference. Typically this is allowed for activities which are time critical and cannot realistically wait until the next scheduled meeting. A board of studies may delegate authority to another person for activities where there are significant numbers of applications that are generally straightforward and have established precedents such as the approval of student admissions. In these cases there is no need to wait for ratification by the board however delegated authorities are required to report regularly to the board on their decisions. More complex applications may be tabled at the board for approval and further input from discipline experts. Any changes resulting from ratification by the board would be reflected in future decision making.

Where authority has been delegated to a person, role or sub-committee, this should be clearly defined and documented in the minutes or a schedule of authorities. Any delegations should be reviewed annually by the relevant board.

## 7. MEETINGS

Meeting dates for the year ahead should be reported to faculty board at the beginning of each year.

### 7.1. Schedule of meetings

Boards of studies will normally meet three to four times a year. Additional meetings may be scheduled as required. The following are a sample of the activities that occur at particular times of the year. Boards may set their meeting schedule around these events.

#### February/March

- Membership for the current year approved
- Programme Annual Reports from the previous year and Action Plans for the current year, including actions resulting from GYR and periodic review recommendations or other reviews/surveys
- Advisory Committee Reports from the previous year
- Update Annual Moderation Plan including:
  - Schedule for student evaluation of papers
  - Schedule for the external moderation of papers as appropriate, including benchmarking activities
  - Appointment of external examiners
- External examiners/moderators/benchmarkers reports from previous year
- Reports on student applications and enrolments
- Student profile
- Curriculum issues
- Changes to admission/selection criteria for two years hence

#### May

- Changes to programme regulations and table of papers for the following year
- Concept proposals for new developments
- Approval of major changes to existing programmes to be submitted to CUAP Round 2 of the current year.
- Ongoing curriculum/teaching issues
- Report on programme action plans

#### August

- Examination board report following semester one.
- Semester one paper reviews and approval of minor programme changes for the following year
- Ongoing curriculum and teaching issues
- Report on programme action plans

#### December

- Examination board report following semester two.
- Semester two paper reviews and approval of minor programme changes for the following year
- Curriculum/teaching issues
- Approval of major changes to existing programme to be submitted to CUAP Round 1 of the following year.
- Review action plan and draft action plan for programme annual report

- Discuss membership for the following year (to be approved in Feb/Mar)
- Meeting dates of the following year approved.

## **8. RESPONSIBILITIES OF BOARD OF STUDIES MEMBERS**

### **8.1. The Chair is responsible for:**

- determining the agenda in discussion with the Executive Secretary
- clarifying the purpose of the meeting
- ensuring the meeting fulfills its statutory responsibilities
- keeping the meeting on task and to schedule
- providing the casting vote where there is an equality of votes
- reviewing and signing off draft minutes for circulation
- induction and support for the student representative(s)
- communicating outcomes of the meeting to relevant committees and stakeholder groups

### **8.2. The Executive Secretary is responsible for:**

- preparing agendas and supporting papers in consultation with the chair and circulating to the members normally at least five days prior to the meeting
- taking minutes and distributing them to members within one week of the meeting with a copy to the faculty office for audit purposes
- preparing reports for the faculty board and other committees as required.
- attending to consequential contacts and correspondence.

### **8.3. The Programme / Discipline Leader is responsible for:**

- Oversight and monitoring of the programme
- Responding to and implementing actions arising from reviews and evaluations
- Preparing programme annual reports and action plans
- Preparing self-review reports for upcoming programme reviews
- Preparing proposals for major changes to programmes for submission to CUAP
- Overseeing any sub-committees and reporting to the board of studies
- Ensuring recommendations and feedback loops are followed through

### **8.4. The Paper Leader / Coordinator is responsible for:**

- Oversight of the paper curriculum
- Monitoring and responding to feedback from stakeholders; staff, students and moderators
- Implementing actions arising from reviews and evaluations
- Reviewing the delivery of the paper at the end of each teaching period
- Making recommendations for any changes to the paper curriculum.

**8.5. All members are responsible for:**

- Attending the meeting or notifying the executive secretary if unable to attend. Representative members may send a deputy to attend in their absence
- Actively contributing to the meeting by reading the agenda and supporting papers and consulting representative groups for feedback prior to the meeting.
- Communicating outcomes of the meeting to relevant stakeholder groups

**9. BOARD OF STUDIES PROCEDURES****9.1. Preparing the agenda**

The agenda for the meeting may vary based on the key activities the board will consider at particular times of year, (refer to section 7.1 Schedule of meetings and Board of Studies Agenda Template). The agenda will be prepared in consultation with the Chair and distributed to all members at least five days prior to the meeting with supporting papers. An up-to-date membership list should be appended to the agenda.

Recommendations that have been made as a result of a programme review will be included in an action plan for the programme team to respond to.

**9.2. Running the meeting****9.2.1. Attendance and voting rights**

A quorum is at least one-half of the number of members. If a quorum is not met, the meeting should proceed in the usual manner. The chair may take measures to obtain a quorum such as adjourning the meeting to a later date or allowing for an intermission until members or their delegates can be called upon to attend. Members may also choose to continue with the meeting and ratify decisions by email or at a future meeting with a quorum present.

If the Chair is absent, then those present elect one of their number to take the chair.

Representative members or members who are there in their official capacity may send a deputy to attend in their absence. The deputy has the same voting rights as the member.

All resolutions are proposed by one member and seconded by another.

Any resolution must be passed or rejected according to the voting of the members present.

Each member has one vote.

The chair has a deliberative vote, and, in the case of an equality of votes, shall also have a casting vote.

Membership should be approved annually and forwarded to the first faculty board of the year.

Introductions are made and those present, apologies and in attendance are recorded.



### **9.2.2. Consideration of the agenda**

The structure of the meeting may be altered to accommodate staff unable to report or the agenda being re-ordered or other practical considerations.

### **9.2.3. Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting are checked for accuracy, amended as required and voted on.

### **9.2.4. Confidentiality and Conflicts of Interest**

Declarations of conflict of interest must be made before gaining approval to sit on the board of studies. New declarations of interest that may conflict with the business of the board must be sought at the beginning of each meeting and a resolution made.

### **9.2.5. Matters arising**

Action items still outstanding from the previous meeting are discussed and confirmed. Programme leaders will be asked to report on actions arising from annual reports or programme reviews.

### **9.2.6. Items of Business**

Examples of items of business are outlined in section 7: Meeting Schedule.

### **9.2.7. Other business**

Examples of other business may include staff and student successes, examples of good practice, resource requirements (e.g. equipment, timetabling, library, staffing), staff development and research activities if related to learning and teaching.

Record the time the meeting closed and the date of the next meeting.

All confidential material is disposed of.

## **9.3. Minutes and Reports**

Minutes are signed off by the chair and circulated as confirmed to board members and appropriate faculty/school/department staff. The proceedings and resolutions must be recorded in the minutes, forwarded to the faculty office and retained in accordance with University policy for audit purposes. Minutes of the meetings must be accessible to all staff in the Faculty to provide greater transparency of processes and decision-making.

Boards of studies have a statutory reporting line to the faculty board and are required to provide a report on activities and outcomes following the meeting. The report should include

- membership list and meeting dates for approval at the beginning of the year
- a record of the meetings held including dates and reports received
- a summary report of activities and outcomes from the meeting
- a summary of issues and action plan arising from programme annual reports<sup>3</sup>

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<sup>3</sup> Faculty Board may nominate a specific process for considering and discussing the programme annual reports.

- a progress report on implementation of recommendations arising from programme reviews
- recommendations for making major curriculum changes to programmes and papers.<sup>4</sup>
- notification of new programmes and paper developments
- notification of programme reviews
- a response to papers and programmes requiring action from the annual programme student satisfaction surveys including a report on implementation of those actions.
- recommendations for changes to policy and procedures
- learning and teaching issues
- other business including staff and student successes.

A postgraduate board of studies will also report to the University Postgraduate Board on the following

- report on admission to the Master of Philosophy and doctoral programmes.
- a summary of issues and action plans arising from postgraduate programme annual reports
- recommendations for changes to postgraduate policy and procedures
- notification of new postgraduate developments
- notification of programme reviews and outcomes.

## **10. ITEMS OF BUSINESS**

### **10.1. Recruitment, selection and admission of students**

The board is responsible for setting criteria against which applicants will be considered and ensuring that the criteria are reviewed regularly so that they continue to be appropriate with changes to the curriculum, applicant's prior experience and student performance. The board must ensure that the procedures for admitting students are fair, transparent and implemented consistently. The board would normally delegate the selection of applicants to an individual such as the programme leader or to academic registry.

Enrolments and application reports will be reviewed to assess trends in the numbers applying and enrolling. The new student profile report with a summary of enrolments by gender/age/ethnicity will be reviewed to assess trends in the profile and its impact upon the programme and its outcomes.

Any issues related to the recruitment, selection and admission of students is discussed.

#### **10.1.1. Recognition of Prior learning**

Programmes may have established arrangements for recognising prior learning from other tertiary education providers. Such arrangements must be approved by the board before applications for RPL are approved. The board is responsible for determining the equivalents for papers and setting criteria for making these decisions, e.g. grade requirements. Changes to programmes and papers may also prompt a review of established crediting arrangements.

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<sup>4</sup> Faculty Board may nominate a specific process for considering and discussing programme changes.

## **10.2. Student Achievement**

Examination board is responsible for the monitoring and approval of individual assessment results. Minutes of the examination board meeting are received by the board of studies to discuss issues around student performance, completion rates, pass rates, GPAs and honours awarded. The Board should discuss trends in student achievement in relation to the relevant University's key performance indicators as noted in the latest investment plan<sup>5</sup>

The review of assessments at examination board may lead to a recommendation to change individual assessment events or general assessment procedures. Moderator's reports may also be presented to the board of studies to assist in any decision making.

## **10.3. Graduate Profile and Graduate Outcomes**

Each programme has a graduate profile that encapsulates its broad learning outcomes. The graduate profile includes attributes and skills of the graduate that are progressively developed through the programme. The graduate profile is developed when a programme is first approved by CUAP and should be reviewed with changes to the curriculum and learning outcomes of core and compulsory papers.

Feedback on graduate outcomes is obtained from graduate destination surveys, student performance in papers, staircasing results, comment from industry advisory committees and through any other mechanism faculties may have to monitor their graduate destination.

## **10.4. Teaching, Assessment and Curriculum Issues**

Items of business may include a discussion on learning and teaching approaches, strategies, innovations or issues around assessment and curriculum. Assessment plans are received to monitor student assessment workload across the programme.

## **10.5. Academic Policy and Procedures**

Discussion around best practice and agreement on how policy may be applied to ensure consistency. Development of criteria and procedures related to assessment such as dealing with late submissions and any penalties that may apply. The Board of Studies may also be used as a forum to disseminate new or amended University policy, procedures and guidelines or Faculty procedures or guidelines.

## **10.6. Monitoring, moderation and review**

All AUT programmes are subject to ongoing evaluation and monitoring. Evaluation and monitoring includes regular review of programmes, input from students, staff, moderators, and monitors, external advisory committees, employers and professionals. This ensures the ongoing maintenance and enhancement of programme quality. (Refer to the monitoring and review of programmes policy)

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<sup>5</sup> Available at: <http://www.aut.ac.nz/about-aut/university-publications>

### **10.6.1. Moderation**

The board of studies, via the programme leader is responsible for planning and implementing the moderation process. At the beginning of the year boards of studies approve an annual moderation plan for each programme (see moderation plan template). The plan will include a schedule of papers requiring student evaluations, a schedule for the external monitoring and benchmarking, internal and external moderation of assessments, and the appointment of external monitors, moderators and examiners. Appointments are approved on the basis of acknowledged expertise, knowledge and experience.

#### **10.6.1.1. Outcomes**

External moderators report to the board on a particular discipline or field of study. The moderators report may comment on the structure, organisation and marking of student assessments; quality of student performance; assessment methods in relation to learning outcomes; learning resources or any other matters identified by the programme leader. The report may also include recommendations concerning any actions which should be taken.

Outcomes and actions from moderation reports must be included in the programme's annual report which will also contribute to the programme's self-review report for upcoming reviews.

### **10.6.2. Student feedback**

The board of studies is responsible for ensuring that there is a process for gathering formal student feedback on papers at least once every three years. Student feedback may be gathered through a student evaluation of paper (SEP) or through focus group sessions. A schedule of papers requiring student evaluation is approved annually through the moderation plan (see annual moderation plan template). Student feedback is also gathered through university-wide surveys conducted through the Institutional Research Unit.

#### **10.6.2.1. Outcomes**

The outcomes of student feedback and student/graduate surveys are received by the boards of studies for discussion and action. For example as an outcome of the Annual Programme Survey, the board of studies receives a customised report on areas of concern that need to be addressed.

The paper leader will be asked to report on any issues arising from student feedback in their review of the paper at the end of each teaching period and actions taken to address these issues. Programme annual reports and programme self-review portfolios also include discussion and comment on feedback from students through SEPs and institutional surveys and subsequent action taken.

### **10.6.3. Programme Annual Report**

The process of compiling a programme annual report assists the board of studies in evaluating the operation of the programme in the previous academic year. It enables the board to identify areas of good practice and general and specific issues within and across programmes. A programme annual report also informs the periodic review of the programme. Some programmes may be required to provide annual reports to an external professional body as part of their monitoring and review processes. At the beginning of the year boards of study approve a programme annual report for each

programme (see programme annual report guidelines and template), which is then submitted to Faculty Board.

#### **10.6.3.1. Outcomes**

Action plans for the year ahead are developed by the programme leader and monitored by the board. Any recommendations for action to management and faculty are referred to them by forwarding the report or a summary of issues and action plan to faculty board. The programme leader is expected to report on implementation in the subsequent annual report. The Action Plan Template (refer sample agenda) assists the board in monitoring and reporting on progress. It should form a regular part of the board of studies agenda

#### **10.6.4. Programme Reviews**

Programmes reviews are conducted on a cyclic basis usually once every five years. The programme leader is responsible for preparing a self-review portfolio that provides the focus of the review. The review portfolio will build on the programme's annual reports and previous review reports. Ideally the self-review portfolio should be moderated by the board of studies or a sub-committee before being disseminated to the review panel members.

##### **10.6.4.1. Outcomes**

The board of studies, usually via the programme leader, is responsible for monitoring actions arising from a programme review and reporting on actions taken or not taken in response to the review findings. The board is required to report to faculty board and the programme approval and review committee PARC on the outcomes of programme reviews. The Board also needs to ensure that faculty board is kept informed of progress. The Action Plan Template (refer sample agenda) assists the board in monitoring and reporting on the implementation of the recommendations. It should form a regular part of the board of studies agenda.

#### **10.6.5. Paper Lecturer Reviews**

Paper lecturer reviews are conducted at the end of a teaching period each time a paper is taught. The paper leader/co-ordinator is responsible for completing a paper review report (see template). The review should include feedback from students and staff, along with reflection by the paper co-ordinator. Any recommendations for changes to the paper will be brought to the board of studies for consideration.

#### **10.6.6. External Feedback**

External feedback is gathered through the appointment of external moderators; review panel, accreditation or advisory committee reports; and external representation on the board of studies.

Advisory committee or accreditation reports may identify industry trends (including employment trends) as well as future areas for curriculum development. Proposed curriculum changes may also be discussed with advisory committees for comment on relevance and employment need.

Changes to the external environment, such as new professional practice requirements may prompt a review of any aspect of the programme.

### **10.7. Programme development**

The board of studies is responsible for reporting to faculty board on changes to its programmes and papers. New developments or changes to programmes and papers must be made within the faculties' established timelines for programme approval processes and in accordance with the approval of programmes policy and procedures. The board will need to be informed of and in turn inform the faculty board of any new programmes, majors, minors, specialisations planned for development well before they reach the concept proposal or CUAP proposal stage.

Programme changes are defined as either major or minor in the policy and authority to approve changes lies either with CUAP (major) or faculty board and the board of studies (minor) (refer to appendix 2: checklist of academic developments within the Approval of Programmes Procedures). All changes must be endorsed by the board of studies before they are submitted for approval externally or internally.

When reviewing changes the board must consider the impact on the goals of the programme, its graduate profile and learning goals of any accredited body. Significant changes must involve consultation with management teams and any external industry stakeholders. Faculty registrars or the Academic Quality Office must also be consulted to discuss implications.

Changes to programmes must be reviewed against the gazetted criteria for the approval of programmes. (refer to appendix 3: gazetted criteria for the approval of programmes within the Approval of Programmes Procedures).

### **10.8. Offsite Delivery, MOUs, Collaborative and exchange agreements**

The board of studies must ensure that there are established procedures for managing, monitoring and supporting students through any component of their programme that is delivered off-site, such as co-operative projects, field trips, internships, teaching practica, clinical placements and other types of external work-based activity. The board should receive regular reports on student progress while they are off-site.

The Board has oversight of all programmes whether delivered onshore, offshore or in collaboration with another institution. The quality assurance processes in place must ensure compatibility within the institution and externally.

## **11. RESPONSIBILITIES**

Boards of studies report formally to faculty board.

Boards of studies may be required to report to other committees where faculty board has delegated specific processes for approval.

In addition, postgraduate boards of studies report to the University Postgraduate Board.

## **12. POLICY BASE**

AUT Calendar General Academic Statute  
AUT Calendar General Academic Regulations

### **13. ASSOCIATED DOCUMENTS**

Sample Annual Moderation Plan Template

Sample Paper Lecturer Review Template

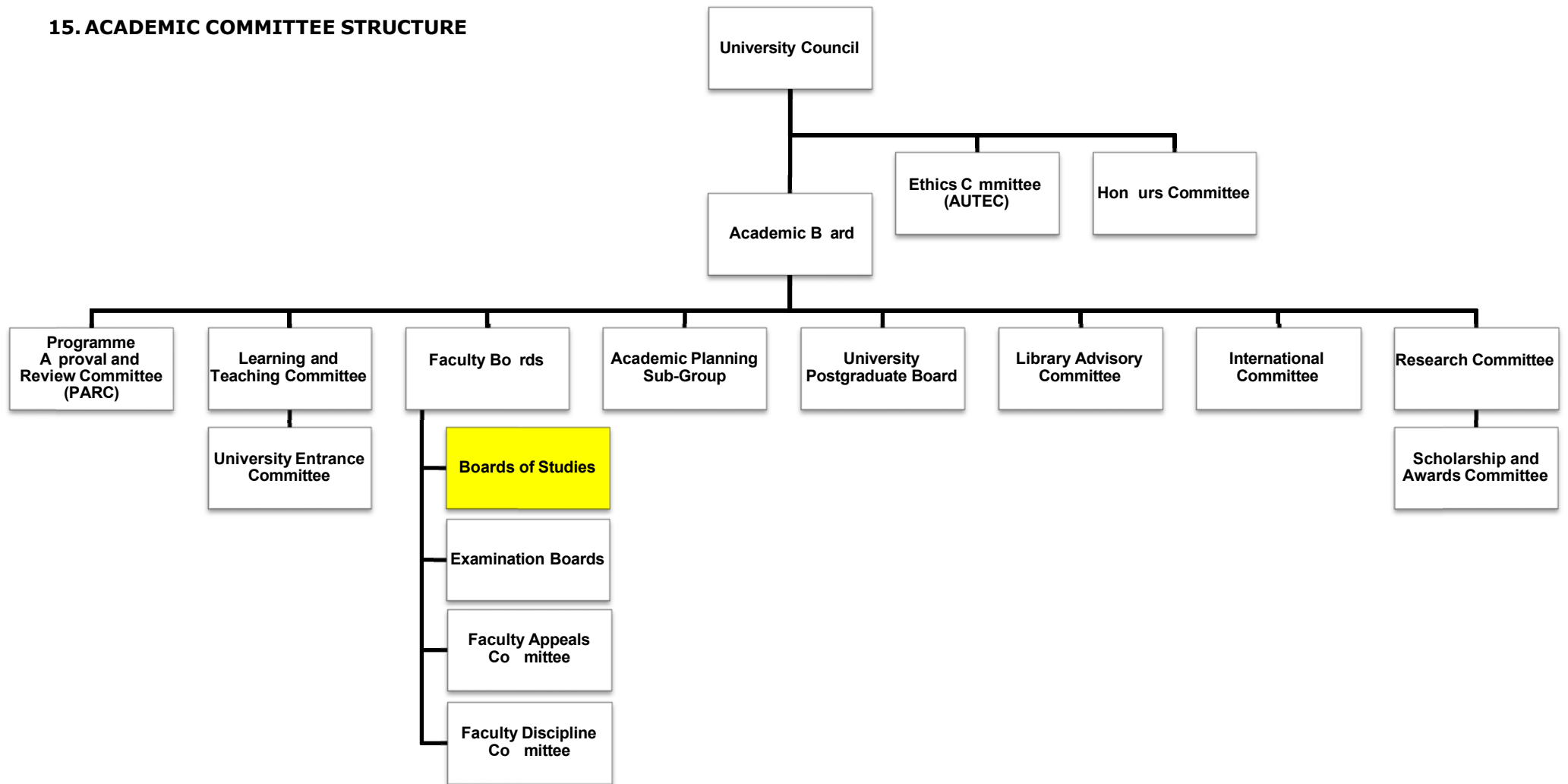
Sample Board of Studies Agenda

Sample Board of Studies Action Plan Template

[Board of studies Terms of Reference](#)

Administrative Responsibilities for Service Taught Papers

## 15. ACADEMIC COMMITTEE STRUCTURE





**16. SAMPLE ANNUAL MODERATION PLAN**

[LOGO]

**Board of Studies  
Annual Moderation Plan**

MODERATION PLAN FOR PROGRAMME (S).....

Year/semester/term	Student Evaluation of Papers		External Moderation			Institution
	Paper Code	Paper Title	Paper code	Paper Title	Moderator	
Year 1						
Year 2						
Year 3						

Other activities including benchmarking:

Note: Internal pre- and post-moderation of assessment would occur at paper level and details of this would be held as per the procedures of each faculty or programme.

**17. SAMPLE PAPER REVIEW**

[LOGO]

<b>Board of Studies</b> <b>Paper Leader Review Report</b>
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Paper Code/Title	
Programme Code/Title	
Paper Leader Name	
Term/Semester/Year	
<u>SUMMARY OF STUDENT FEEDBACK</u> <i>Summarise student feedback and attach SEP reports if conducted.</i>  <i>Comments:</i>	
<u>LEARNING OUTCOMES</u> <i>Comment on the learning outcomes of the paper e.g. are they still appropriate for the paper and the programme's graduate profile/ learning goals of any accredited body?</i>  <i>Comments:</i>	
<u>LEARNING AND TEACHING STRATEGIES</u> <i>Comment on the learning and teaching strategies eg were they appropriate to the learning outcomes, any new initiatives, examples of good practice?</i>  <i>Comments:</i>	
<u>ASSESSMENT</u> <i>Comment on whether the overall assessment was appropriate to the learning outcomes? Were the assessment methods valid and reliable? Outline any successes of the assessment programme and changes/improvements which need to be made.</i>  <i>Comments:</i>	
<u>MODERATION</u> <i>Comment on any external moderation that has taken place. Attach moderator's reports.</i>	

**RESOURCES**

*Comment on staffing, physical resources and learning resources. Did the paper have adequate and appropriate resources to achieve the stated learning outcomes? What are the strengths of the teaching team? What kinds of staff development would assist the team?*

*Comments:*

**CURRICULUM DEVELOPMENTS**

*Comment on whether the learning outcomes remain relevant within the context of the programme as it develops? Are any changes being considered?*

*Comments:*

**RECOMMENDATIONS**

*In the light of this review, detail any recommendations for changes to the paper you would like to bring to the Board of Studies*

Signed: \_\_\_\_\_

**Paper Leader/Co-ordinator**

\_\_\_\_\_

**Date**

## 18. SAMPLE BOARD OF STUDIES AGENDA

The following is a sample agenda format as there is no required standard format. Larger programmes or combined programmes agendas will adapt this format to suit their purposes.

[LOGO]

**[Insert name(s) of Programmes Board of Studies]**

### BOARD OF STUDIES AGENDA

[Insert date, including year

Insert time

Insert venue]

#### 1. ATTENDANCE

*Membership should be approved annually and forwarded to the first faculty board. Always append an up-to-date membership list to minutes and agendas.*

- 1.1 Present
- 1.2 Apologies
- 1.3 In attendance

#### 2. CONSIDERATION OF THE AGENDA

*The Chair goes through the agenda noting additions/deletions/abled papers/items can be starred for discussion.*

#### 3. CONFIDENTIALITY/CONFLICT OF INTEREST

*Any declarations of conflict of interest, reminder of confidentiality.*

#### 4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on **[date]** have been received and are **attached** for confirmation.

#### 5. MATTERS ARISING

##### 5.1 ACTION FROM PROGRAMME REVIEWS

*Action plan from programme review reports are appended to the agenda so that they are reviewed regularly and reported on.*

##### 5.2 ACTION FROM PROGRAMME ANNUAL REPORTS

*Action plan from programme annual reports are appended to the agenda so that they are reviewed regularly and reported on.*

##### 5.3 OTHER MATTERS

#### 6. RECRUITMENT, SELECTION AND ADMISSION OF STUDENTS

##### 6.1 ADMISSION REQUIREMENTS AND SELECTION CRITERIA

*Review any additional admission requirements and selection criteria for the programme. Changes are for two years hence. Review the achievement of students by types of entrance (e.g. special admission, Ad Eundem, NCEA)*

##### 6.2 STUDENT APPLICATIONS

*Numbers/enrolments - discussion commenting on trends/targets action plan for recruitment/selection.*

*ARION Report: Management Reports: New Applicants/Enrolments report.*

### **6.3 STUDENT PROFILE**

*Enrolment report with a summary of student profile eg gender/age/ethnicity etc.*

*Discuss commenting on trends / targets.*

*ARION report: Management Reports: Student Profile – General Report*

### **6.4 RECOGNITION OF PRIOR LEARNING**

*Entry with Academic Credit (Credit Transfer, RPL Credit). Individual cases are approved by the Exam Board but the BOS will need to discuss numbers/trends/issues/policy*

## **7. STUDENT PERFORMANCE**

### **7.1 Examination Board Report**

*Attach report for comment / interpretation/ discussion of policy issues.*

### **7.2 Graduation Report**

*Approved by Faculty Board but BOS should be informed on graduation numbers etc.*

### **7.3 Graduation Destination**

*Discussion of any available data on graduates.*

## **8. STUDENT MATTERS.**

*Current students are elected as members of the board of studies to encourage student involvement in the programme's decision-making processes. The Chair must ensure that students are well represented on the board and given an opportunity to raise matters on their learning experience.*

## **9. TEACHING, ASSESSMENT AND CURRICULUM ISSUES**

### **9.1 Curriculum Issues**

*Issues raised by staff, students, external monitor(s), employers and paper reviews conducted by paper leaders.*

### **9.2 Assessment Plan/Issues**

*Assessment Policy and Assessment Plans for different programmes*

### **9.3 Memorandums of Understanding**

## **10. PROGRAMME DEVELOPMENT AND REVIEW**

*Refer to the Policy, Procedures and Guidelines for the Approval of AUT Programmes on the Academic Quality Office Website: <https://thewire.aut.ac.nz/academic-quality/academic-policies,-procedure-and-guidelines>*

### **10.1 NEW DEVELOPMENTS (Concept Proposals)**

*Board of Studies need to be kept informed of any new programmes/majors planned for development.*

### **10.2 PROGRAMME CHANGES**

### **10.3 PROGRAMME REVIEWS**

## **11. EQUITY AND DIVERSITY**

## **12. MONITORING, MODERATION AND REVIEW**

*Refer to the Policy Procedures and Guidelines for the Monitoring and Review of AUT Programmes on the Academic Quality Office Website:  
<https://thewire.aut.ac.nz/academic-quality/academic-policies,-procedure-and-guidelines>*

### **12.1 Annual Monitoring and Moderation Plan**

*Proforma available*

### **12.2 External Moderators Reports**

### **12.3 Programme Annual Reports**

*Proforma and guidelines available*

### **12.4 Advisory Committee Reports**

## **13. PAPER LEADER REVIEWS**

*Proforma available*

## **14. STAFF DEVELOPMENT AND RESEARCH ACTIVITIES**

*The Board to be notified of staff development and staff research throughout the year so it can identified in the annual report at the end of the year.*

## **15. RESOURCE REQUIREMENTS**

*Equipment, timetabling, library, staffing*

## **16. ANY OTHER BUSINESS**

*Examples of other business may include staff and student successes, examples of good practice*

## **17. MEETING SCHEDULE**

*Note meeting schedule for the year*

*Date of next meeting and agenda closing date*

**19. SAMPLE BOARD OF STUDIES ACTION PLAN**

[LOGO]

**[Insert name(s) of Programmes Board of Studies]****BOARD OF STUDIES ACTION PLAN**

Meeting Date and Item Number	Recommendation/Action	Responsibility	Progress	Action Date